

Student Exchange & Study Abroad Departure Information Session

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3:00 PM – 6B

**McGill Engineering Student
Centre (MESC)**
Student Affairs Office
Career Centre
Peer Tutoring Services
Frank Dawson Adams Building
Room 22



Before You Leave

- Host institution application – must get their final approval
- Coded as “Exchange Term Away”
- Pay your McGill tuition (equivalent of 15 credits) and related fees for term away by the usual deadlines for McGill students.
- Review the travel reports and warnings on Canada's Foreign Affairs and International Trade website for all countries you will be visiting (<http://travel.gc.ca/travelling/advisories>).
- Update your mailing address. (All correspondence from McGill will be sent to the mailing address you indicate on Minerva.)
- Check that your emergency contact information is up to date.

Before You Leave

- **Attend the Pre-Departure Orientation**

When?

November 30th, 2017

How do I register?

Register [here!](#)

- <https://www.mcgill.ca/students/international/goabroad/predeparture>

AGENDA

5:00 - 6:00 pm Sign in: Have your McGill ID scanned at the Welcome Tables on the ground floor of the Leacock Building and pick up refreshments

6:00 - 6:45 pm General presentation (Room 132, Leacock Building)

6:45 - 7:15 pm Interactive sessions grouped by region (Leacock, various rooms)

Choose and register for one of these sessions based on where you are planning to travel for your upcoming university-related travel activity. Sessions are led by a professor/administrator at McGill with knowledge of the region.

Health Insurance

- Review your health insurance plan to see what expenses are covered while you are away. It is very important that you inform your insurance provider that you will be traveling.
 - Undergraduate Health Insurance Plan: <http://www.ihaveaplan.ca/>
 - International & Canadian Students (McGill Administered Plan): <http://www.mcgill.ca/internationalstudents/health/>
- Arrange for supplemental health insurance for expenses not eligible under your plan (if necessary).
- Go for a FULL checkup before leaving (Physical, Dental, Eye).
- Update your immunizations.
- Book an appointment with the Travel Nurse (514-398-6017) at McGill Student Health Services at least six weeks before you leave.

Travel Arrangements

- Make and confirm your travel arrangements.
- Check the visa requirements for the country you will be entering and apply for any visas necessary.
- Ensure that you have a valid passport (NEW: your passport must be valid for a minimum of 6 months after your return)
- Make copies of all your important documents (Visa, Social Insurance, Passport, important contacts, etc).
- Complete your Travel Registry form on Minerva (under the Student Records tab). You will receive an email when the form is ready for you to complete

Managing Your Money

- Set up a realistic budget
- Decide how you are going to handle your money overseas (ATM, Credit Card, Travel checks)
- Apply for Travel Awards & Bursaries (Mobility Award)
- Students are eligible to retain their scholarships while on Exchange

Educate Yourself

- Buy a good travel book
- Learn about the country and geographic area where you are going
- Read student experience reports (at FDA 22)

Last Minute Things

- Make arrangements to have your McGill email forwarded
- Ensure that your cell phone is functional

Student Rights and Responsibilities

- Students are subjected to the terms and conditions of the conduct regulations at the Host University.
- Ensure that you secure a copy of these regulations.

Choosing your courses

- Review the course equivalency database (<https://nimbus.mcgill.ca/ceq-pub/search/searchEquivalency>) /hard copy (at MESC) to get a sense of previously approved courses
- MESC website: <http://www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away/outgoing>

Will I Obtain Transfer Credits?

- All Engineering students must select their courses and obtain approval after receiving the nomination but prior to leaving on exchange.
- Some Departments/Schools have course restrictions, therefore it is extremely important to check with your department before beginning the process of selecting courses.
- A list of previously approved courses is available for review at MESC and in the [Course Equivalency System](#).
- All Engineering courses need to be evaluated by the respective department; all non-Engineering courses need to be evaluated through the Course Equivalency System.
- If courses have been evaluated and approved in the past you will still need to meet with your departmental/school advisor to review and approve your final course selection.
- MESC has final approval of the request for transfer credits.
- Departmental Contacts for course approvals are listed online at: <http://www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away/outgoing>
- All courses taken at the host institution will be reflected on the McGill transcript including failed courses.

Will I Obtain Transfer Credits?

- Please submit your transfer credit request to MESC (FDA 22) for final faculty approval.
- The following information must be included:

Checklist

- Course outline:** clearly indicating the number of lecture, lab and tutorial hours for AU calculation and start /end date of term
- Calculation of Accreditation Units (AUs)**
- Course subject and number** (i.e. GEOG 2XX; MECH 289)
- Course type** (RQD, TC, Minor, Extra, Complementary Studies (CS Group A or Group B), Elective)
- Appropriate departmental approvals:**
 - For non-Engineering courses (including FACC courses): copy of the approval received through the Course Equivalency System
 - For Engineering course: (ARCH, BIEN, CHEE, CIVE, ECSE, MECH, MIME except for FACC courses): signature from department that is offering the course and overall departmental approval from own departmental advisor.

Accreditation Units (AUs)

$$\text{AU} = [\# \text{ lecture hours} \times \# \text{ semester weeks}] + [(\# \text{ lab+tutorial hours} \div 2) \times \# \text{ semester weeks}]$$

- Start looking at exchange courses and their AU count early!
- As a general guideline only:
 - Many departmental courses are approximately 45.5 – 58 AU
 - Most technical Complementary courses are 39 AU
 - Complementary Studies (Impact (=Group A) & HSS (=Group B)) are 39 AU
- The Canadian Engineering Accreditation Board (CEAB) has strict requirements. → All Engineering students in Canada have to complete a certain amount of hours of Engineering courses.
- Transfer students who have received a number of transfer credits for Engineering courses already, may be required to take an extra course at McGill.
- **50% of your total program credits must be completed at McGill.**

Transfer Credit policy

- Courses have to be evaluated and approved prior to the start of your exchange term. Please submit your Transfer Credit request forms to MESC (FDA 22) 3 months prior to your departure. You can find more information about the process on the exchange website under “STEPS TO RECEIVE APPROVAL FOR TRANSFER CREDITS”:
<http://www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away/outgoing>
- It is MANDATORY to have all exchange courses evaluated prior to your departure for exchange. Transfer credits for all courses have to reflect on the Minerva transcript even those that are considered extra courses which do not satisfy any program requirements.
- We will add a registration hold to the record in case exchange courses have not been evaluated by the time we receive your official transcript. Such hold will restrict you from adding/dropping courses and will only be removed once the transfer credits requests for the missing courses have been reviewed and approved. Please keep in mind that the transfer credit review process may take several weeks.

Transfer Credit Policy

- Once we receive and review official transcripts from your host institution, the appropriate McGill transfer credits can be viewed on your unofficial transcript in Minerva.
- Exchange courses are not pass/fail but rather credit/non-credit. Your Minerva transcript will only show credits.
- A grade of C or better is required to receive transfer credits. The policy shall apply to both elective and required courses. Do **not** opt for the pass/fail option for your exchange courses!
- Please note that sometimes the grading system can be very different from ours. A “Pass” or 55% at the host institution may not be acceptable if it is considered to be equivalent to a D grade here at McGill. Please refer to the International credentials and grade equivalencies website as a reference: <https://www.mcgill.ca/gradapplicants/international/apply/equivalency>.
- it is **MANDATORY** to have all exchange courses evaluated prior to your departure for exchange. Transfer credits for all courses have to reflect on the Minerva transcript even those that are considered extra courses which do not satisfy any program requirements.

* When in doubt as to whether your grades are eligible for transfer credit, please contact **MESC**. Do not rely on the minimum passing grade at the host institution.

Example: Hong Kong

A grade of C is required even though a D grade is considered a “Pass”.

Grade	Description	Grade Point
A	First Class Honours	4.0
B+	Second Class Honours, Upper Division	3.3
B-	Second Class Honours, Lower Division	2.7
C	Third Class	2.0
D	Pass	1.0
F	Fail	0

<https://www.mcgill.ca/gradapplicants/international/apply/equivalency>

Do not choose the pass/fail option – your transcript needs to show a grade to be eligible for transfer credits!

Graduation

- If your degree requirements will be completed during the Exchange Term Away please ensure that you apply for graduation via MINERVA prior to departure.
- If you are a non-graduating student, you are expected to return to McGill after your exchange. You should register normally through Minerva for the following academic year.

Prior to Your Return to McGill

- Check your McGill email regularly for important updates
- Register for your upcoming courses
- Secure detailed course outlines for all courses completed

On Your Return to McGill

- Once we receive a copy of your official transcript and your completed Experience Report, we will process your transfer credits on Minerva (we will be sending you a template of questions to answer while you are away).
- If you notice any issues with the transfer credits appearing on your unofficial McGill transcript please contact Melissa Kinney (exchange.engineering@mcgill.ca), Engineering Student Centre.
- You must submit your Experience Report to MESC (McGill Engineering Student Centre). Your report will help students in the Faculty of Engineering who may wish to go on exchange in the future.

Remember!

- You are a McGill Ambassador while you are on Exchange, and therefore you are expected to conduct yourself accordingly.
- On your arrival at your Host University please contact Melissa Kinney (exchange.engineering@mcgill.ca) to inform her of your living arrangements, address and telephone number.
- To ensure that we continue to attract Exchange students to McGill, we encourage you to organize a presentation on Studying at McGill (Faculty of Engineering). Typically this can be arranged with the International Student Exchange Office at the Host University.
- Take several photos of the Host Institution and enter the McGill Engineering Photo Contest 2018: <https://www.mcgill.ca/engineering/current-students/undergraduate/student-life/photocontest>



10th annual

Engineering Student Photo Contest

Capture your travels and experiences and engineers in action during summer internships and you could win great prizes! Entries accepted starting in August 2017

[www.mcgill.ca/engineering/students/current-students/
undergraduate/student-life/photocontest](http://www.mcgill.ca/engineering/students/current-students/undergraduate/student-life/photocontest)

escphotocontest.engineering@mcgill.ca

Key Points

- Wait to receive official approval from your host university.
- Ensure all contact details including emergency contact details are updated. Complete the Travel Registry form on Minerva.
- Organize all travel arrangements: check visa, passport, health insurance and any necessary immunizations.
- Plan your courses! Meet with your Departmental Advisor to get approval. Hand in the form with the Department's signature to MESC for final Faculty approval.
- Once courses have been approved we will send the approved hard copy form to you by email.
- When returning to McGill you need to complete your experience report and ensure that your host university is going to send your official transcript to Service Point.
- Enjoy your time away!